

F. SPECIAL SITUATIONS

Purpose: This section contains applications procedures for special situations, including:

- Applicant Temporarily Out of State
- Medical Applications by Inmates of City or County Jails
- Trial Visit Program
- Persons Paroled and Released from State Correctional Institutions

WORKER RESPONSIBILITIES**1. Applicant Temporarily Out of State**

- a. A client who is temporarily out of the state may submit an application if the client:
 - (1) Meets the program specific definition of resident;
 - (2) Has lived in and acquired residence in the state prior to application;
 - (3) Is living in the United States;
 - (4) Intend to return to Washington State to live; and
 - (5) Provide proof of Washington State residence, as evidenced by return trips to the state, maintaining a home in the state, and/or statements from persons knowledgeable of the client's circumstances and intent to return to the state to live.
- b. To process the application:
 - (1) Arrange for the public assistance agency in the state where the client is living to receive the application, obtain information necessary to make an eligibility determination, and forward this information to the CSO for processing;
 - (2) Determine eligibility as for any other client; and

- (3) Arrange for delivery of the warrant if the client is eligible.

2. Inmates of City or County Jails

Determine medical assistance eligibility for inmates:

- a. For the Medically Indigent Program regardless of inmate status; or
- b. For CN or MN to cover medical care received prior to the client becoming an inmate

3. Trial Visit Program

The Trial Visit Program is part of a treatment plan for clients in institutions. The institution determines if the client is to participate in the program. If assistance is needed before the client can participate in the program, the CSO serving the client's institution will initiate the application.

- a. Administrative Disability Review Committee

Each institution will designate a liaison to coordinate with the CSO when an approved trial visit client is in need of public assistance. At least ten days prior to the scheduled release date, the liaison will provide the CSO with a completed Application for Benefits, DSHS 14-001(X) and related supplements. In addition, the liaison will provide:

- (1) Dates of the proposed trial visit;
- (2) Address of the trial visit residence;
- (3) Amount of cash reserve the client has at the institution identified as available to the client;
- (4) A medical and social summary of the client when needed;
- (5) Verification documents (such as proof of age and citizenship);
- (6) Transportation arrangements;

- (7) Extension notice of a trial visit at least five days prior to the effective date of the extension.
- b. Determine eligibility for the trial visit program.
 - (1) Determine program eligibility prior to expected release date. For GA-U, a client leaving inpatient psychiatric treatment and directly participating in outpatient mental health treatment is considered incapacitated for 90 days without a PEP decision.
 - (2) Notify the institution and client of the eligibility decision no later than the day prior to the release date.
 - (3) Notify the institution and the client of any additional information needed to make the eligibility decision.
 - (4) If eligible, mail the warrant and medical coupons to the client at the trial visit address.
 - (5) If the client is entering a household currently receiving assistance, advise the household that their assistance will not be affected for the 30-day period.

4. Persons Paroled and Released from State Correctional Institutions

- a. Occasionally persons eligible for release or parole may be eligible for public assistance. The Parole Board approval of release may depend on the completion of the application process and approval for benefits.
 - (1) Coordination with the state correction institution.

The CSO nearest the institution processes the application. Although the parole officer may consult with the CSO in the area where the client will locate, that CSO does not take the application.

 - (a) Discuss with a prison official the information needed to process the application; and
 - (b) Notify the state correctional institution when the application has

been approved, denied, or withdrawn.

(2) Determination of eligibility

- (a) Determine eligibility using the circumstances in effect when the applicant is released.
- (b) If eligible, approve assistance effective the date the client leaves the institution and direct the initial benefits to the CSO in the area where the client will live or the treatment facility if the client has been placed in treatment.
- (c) Forward the completed application and the case record to the new CSO unless the client has been placed in a treatment facility.

- b. The department (DSHS) has an agreement with the Department of Corrections (DOC) to accept Medicaid applications, primarily as requests for GAX benefits, from an inmate who is classified as a dangerous mentally ill offender (DMIO). Designated CSOs that serve the catchment area in which a correctional facility is located must accept applications from inmates of that facility.

CSOs may accept the application up to 60 days prior to the applicant's release date. The purpose of accepting the application earlier is to allow the CSO time to coordinate with DOC and social services to establish Medicaid eligibility prior to release. If eligible, the medical coupon should be made available to the client upon his or her release. The CSO may not approve any assistance program or issue any benefits until the applicant is actually released.